



**Luther Place Congregational Council Meeting Minutes  
March 19<sup>th</sup>, March 26<sup>th</sup> and April 2<sup>nd</sup>, 2020  
Virtual Meeting (Zoom)**

*For the duration of this season of physical distancing, Council Meetings are being convened over Zoom weekly, with a new starting time at 6 pm. Minutes will be aggregated topically for four meetings over a month period.*

**March 19 Present:** Amanda, Caroline, Mike, Tara, Pastor Karen, Einar, Tom, Jay, Kate, Cathi, Emma, Sarah, Joan, Justin, Doug

**Apologies:** Elizabeth (resignation received and voted at accept by Council)

This meeting was called to order at 6:37 pm by Tara. January and February minutes were approved through unanimous consent, as well as the agenda for March 19<sup>th</sup>, 2020.

**March 26 Present:** Caroline, Tara, Amanda, Mike, Kate, Cathi, Pastor Karen, Doug, Einar, Emma, Sarah, Justin, Joan

**Apologies:** Tom, Jay

This meeting was called to order at 6:02 pm by Tara. The agenda for March 26, 2020 was accepted using unanimous consent.

**April 2<sup>nd</sup> Present:** Emma, Sarah, Mike, Pastor Karen, Caroline, Justin, Cathi, Kate, Tara, Joan, Einar, Jay, Doug

**Apologies:** Tom

The meeting was called to order at 6:05 pm by Tara. The agenda for April 2<sup>nd</sup>, 2020 was accepted using unanimous consent.

\*No meeting was held during Holy Week.

### **Congregational Meeting**

*All committees are asked to provide solely written reports, in order to redirect Council Meeting time to essential areas of responsibility for the Congregation at this time.*

A disclaimer was made that we would be using an adjusted meeting format, as shared prior. It was reiterated that this was a rather unique year for council, with a focus of slowing down, and a rocky and late start. For the remaining three meetings of this council term, there is a desire to build on recent momentum and integrate it, which has informed this agenda and the connections identified for the remaining roles of this council year.

In the context of an unprecedented global pandemic, Council is seeking to be responsive to an evolving context of leadership, with a greater emphasis on shared leadership, and cooperative systems. This doesn't change the overarching function, priorities or responsibilities of council, but it does necessitate continued attention and adjustments, including meeting more frequently. It was affirmed that greater participation and commitment will be needed from Council along with regular attendance from staff in Council meetings, as well as meaningful check ins with each other and the full congregation on a regular and coordinated basis.

Within our scan of safety concerns, this is an incomplete start, and emerging questions and examples have changed. A conversation was opened on guiding principles and terminology as a loose starting point, with consensus that each of these terms need expansion and edits to be utilized.

## **Security, Safety, & Hospitality:**

### **Introduction and Definitions**

This conversation started with questions:

- What do we do about Saturday / Sunday morning?
- Are our staff safe?
- Do we need security guards?

Your vignettes reinforced a need for common terminology.

Now we need to pivot – but the language still applies.

#### **Security (physical)**

- Security refers to the protection of individuals, organizations, and properties against external threats that are likely to cause harm.

#### **Safety (emotional)**

- Safety is the *feeling* of being protected from the factors that cause harm.

#### **Hospitality**

- Hospitality is the friendly and generous reception and entertainment of guests, visitors, or strangers.

## **Operations Update**

### **Employment / Personnel**

- PK, Justin, Sarah working usual hours; are taking on different responsibilities
- Hourly employees: Barbara, Anjelica, Kathleen asked to stay home unless/until needed
- *Personnel committee to evaluate status hourly workers after 1 month*
- Recommend to notify hourly personnel of intent to pay through June 21, 2020

### **Building Use**

Tenants working remotely

Majority of use of space requests canceled, including Steinbruck Groups

Terrific converted to Food Drive space (no halted)

Will follow up on cleaning and essential repairmen

Mission of the Moment focused on Pastor's discretionary fund and mutual aid

### **Communications**

- E-news will shift to provide more information; weekly hopeful letter from PK
- Phone message to be updated
- Website to have additional information on status of operations

- Paper community flyers to be posted at doors with info on LP operations; available city resources
- *Increased role for Communications team*
- Facebook Live, Sunday, March 29
- Number of users peaked at 77 (highest so far)
- Livestream was not interrupted, but audio and video got out of sync
- Used an iPad as the main source, so we could hook up a mic directly to PK
- Great audio, but likely the reason things got out of sync!
- Mike W ordered device to hook sound system up directly
- E-letter went out RE: phone calls to LP members. 213 people opened it -- nearly twice regular eNews
- Communications Team is meeting weekly on Saturdays
- “Stay Home” Order
- MD/DC allow clergy and staff to drive to places of worship for purpose of leading remote worship
- Justin feels called to be at LP for Sunday worship, Maundy Thursday, and the Easter Vigil
- Plan for mandatory stay-at-home worship
- Pastor Karen and Justin would lead from their respective homes via Zoom
- The Zoom meeting would be streamed to Facebook Live
- This has been tested
- PK/Justin to do “rehearsal” on Saturday

### **Worship & Faith Formation**

- All worship on Facebook Live, no in-person other than PK & Justin together
- Faith formation
- Online Opportunities for connection / meditation
- *PK/Justin responsible for worship (Wed & Sunday currently)*
- *Justin recruiting lay volunteers to lead short “Facebook Live” devotions / meditations*
- **Facebook Live, Sunday, March 22**
- Number of users peaked at 71
- Livestream was interrupted – 99% sure this is an internet issue
- In order to have multiple camera angles, we need to use the LP Wi-Fi - while normally I stream using my data plan
- We are making sure my and Pastor Karen’s phones are not connected to Wi-Fi this Sunday
- Sarah figured out a way to make it connect back to the livestream quickly without having to start a new one
- Worst-case scenario: use one camera like we used to and move it around for different angles
- **Facebook Live Schedule**
- Tues-Sat @ 9pm Pastor Karen offers 15-min compline
- Monday evening meditation/prayer/song
- Led by members of Luther Place  
(Kyra, Ashley Carter, Christine Frye, and more)
- Time is decided by leader
- Monday bedtime story by Chelsey – perhaps change to Sunday
- **Eucharist**
- Pastor Karen and I are in full agreement that we should continue to offer communion.

- We have studied and discussed in detail the theology behind this decision.
- We are going to provide a statement/video about its importance and our beliefs
- **Plan for mandatory stay-at-home worship**
- Pastor Karen and Justin would lead from their respective homes via Zoom
- The Zoom meeting would be streamed to Facebook live (yet to be tested)
- Palm Sunday and Easter Sunday have not been discussed in detail yet
- The Youth & Family leaders have a meeting on Saturday
- The Youth & Family section of the church website could contain materials and information for this current time
- The Communications Team has a meeting scheduled for Saturday afternoon
- **Maundy Thursday**
- Evening liturgy via Facebook Live
- Confession
- Reading
- Homily
- Hand washing 😊  
this is a way we serve our neighbor
- Prayers of the people
- Simple Communion (words of institution only)
- Strip the altar
- **Good Friday**
- Re-share the *It Is Finished* video produced by the synod last year featuring Pastor Karen
- 20s/30s is planning to do the Seven Last Words via Zoom
- I strongly recommend a test run to ensure people's internet connections are adequate and that the process runs smoothly among so many participants
- Perhaps an instrumental solo featuring a picture of the big cross we put in the sanctuary
- **Easter Vigil**
- In the chapel
- Lighting of Christ Candle (no big fire, obviously)
- Invite viewers to light a candle at home and share picture online
- Exultet shared by Pastor Karen and me
- Reading(s)
- Remembrance of Baptism
- invite people on Palm Sunday to send in a paragraph if they remember their baptism, could mention a couple of them in the liturgy
- invite viewers to comment if they remember the date
- Decorate the altar with white parament
- Hallelujah!
- Recording of Rev. Carter-Peterson reading the Gospel/Homily
- Simple communion (words of institution only)
- Postlude
- After Easter, Compline will move to Wednesday through Saturday

### **Community Care / Connections**

- Prayer partner program being re-instituted (Christie Frye)
- Protest & Organizing discussing Mutual Aid

- Developing list of congregation members to contact / ask to stay in touch with (Dianne Russell)
- Need to determine how this is centralized (through Community Care group in partnership with Protest & organizing?)
- Full Congregational Phone Tree completed, led by Community Care to assess needs (completed April 6<sup>th</sup>)
- Stay Home orders now in effect

### Fiscal Impact

- Not yet known; will need a stewardship conversation centered on sufficiency
- All Steinbruck Center groups have cancelled
- *Finance committee and Council to monitor*
- We have \$950k in cash and investments and at least \$842k (the bequest funds) are available to be spent at Council's discretion.

	<u>Mar 31, 20</u>
<b>Checking/Savings</b>	
1000 · Church Checking	211,189.83
1016 · Folger Nolan Cash Account	663,420.44
<b>Total Checking/Savings</b>	<u>874,610.27</u>
<b>Other Current Assets</b>	
1050 · Investment Accounts	
1051 · Domini Fund	18,797.80
1052 · Homestead Fund	47,293.69
<b>Total 1050 · Investment Accounts</b>	<u>66,091.49</u>
<b>Total Liquid Assets</b>	<u><u>940,701.76</u></u>
<b>3010 · Bequest Funds</b>	
3012 · Rinker Bequest	389,272.39
3013 · Todd Bequest	303,486.03
3014 · All Saints Fund	149,899.50
<b>Total 3010 · Bequest Funds</b>	<u>842,657.92</u>

- And here is a rough estimate of our fixed costs per month (personnel, administration, property).

<b>Personnel costs</b>	35,000.00
<b>Administration</b>	5,000.00
<b>Property</b>	15,000.00
<b>Total monthly expenses</b>	<u>55,000.00</u>

- Operating costs will go down somewhat with savings on utilities and of course this does not include any significant repairs, so this is a generous estimate.
- Finally, the church is also the beneficiary of a life insurance policy that we could cash in which would provide about \$200k more in liquid assets.

### Reassessing Council Roles for the Foreseeable Future

Meet more frequently (possible weekly / biweekly phone calls) to stay up to date and connected

Assist in calling / contacting congregants to check-in on needs

Increased emphasis on listening and supporting each other

Re-evaluating/Reordering Council Priorities

Grant/Lee pew markers

Secession planning for all teams/committees

Nominees for new council term

Annual meeting/report

Congregational retreat

Security, Safety, & Hospitality

### **Reality Check: Your Priorities and Our Leadership in Changing Times**

How do you view leadership in these changing times?

Have your priorities changed?

Are you able to engage in ways that are new and complex?

## **Luther Place Property Policies**

Luther Place is committed to providing a safe, healthy, and hospitable place that promotes the health and well-being of all who use it.

1. **NO SMOKING:** Smoking and vaping<sup>1</sup> are prohibited anywhere in the building or on the grounds. Cigarette butts should not be discarded anywhere in the building or on the block, including the planted areas, the sidewalks, or the driveway. Cigarette butts must instead be placed in the outdoor trash or butt containers.
2. **NO ALCOHOL:** Except for pre-approved sacramental use, drinking, possessing, making, or selling alcohol is strictly prohibited. Tenants and other users of building space may apply for a limited, one-time, waiver of this policy (e.g., for a wedding toast or similar event); whether to grant a waiver will be at the sole discretion of the senior pastor or their designee.
3. **NO CONTROLLED SUBSTANCES:** Using, possessing, making, or selling any controlled substance, including cannabis or marijuana, is strictly prohibited.
4. **APPLICABILITY OF THE SMOKING, ALCOHOL, AND DRUG POLICIES:** These three policies obviously do not apply to every person who uses the sidewalks or crosses the property, but they do apply to any person who enters the building or comes to the block to participate in activities sponsored by the church or any of the other programs housed in the building.

5. NO FEEDING THE PIGEONS, RATS, SQUIRELS, OR OTHER ANIMALS: Feeding the pigeons, rats, squirrels or any other animals, or leaving food out for animals to find, is strictly prohibited anywhere on the building or the grounds. Pigeons damage the church building, and money spent to repair and prevent that damage is money that cannot be spent for our mission.
6. RIGHT OF REMOVAL: Luther Place reserves the right to have anyone who fails to follow these policies or endangers the safety of any other person on Luther Place property removed from the premises.
7. DEFINITION OF GROUNDS: As used in this policy, “grounds” refers to the area bounded by 14th St NW, N St NW, and Vermont Ave NW.

Adopted by the Luther Place Congregational Council, March \_\_, 2020

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<sup>1</sup> Smoking includes lighting or smoking a cigarette, cigar, pipe, or smoking device of any kind, or carrying a lighted or smoldering smoking device. Vaping refers to using an electronic nicotine-delivery or smoking device such as an e-cigarette, e-pipe, e-hookah or e-cigar.

***Mike motioned to accept the revised Building Use Policy (above); Einar seconded, and Council approved.***

### **Closing Reflection/Prayer**

The meeting was adjourned before 8 pm each week, concluding with the reciting of the Lord’s Prayer.

The next meeting is scheduled for at 6:00 pm via Zoom on April 16th, 2020.

*Submitted by: Amanda Lindamood, Secretary, 2019-2020*